

Academy Connection Demo Site

<http://cisco.demo.netacad.net>

Overview: You will login as a Regional Instructor. You will create, edit, and view an instructor class. You will then login as an Instructor for a Local Academy and register/unregister for an instructor class. You will create, edit, and view a student class. You will create and enroll students.

Legend: Underlined text indicates a link
Bolded text indicates a Heading or Section
Shaded text indicates a button

Activity I: Creating an instructor class (4.2.3)

1. Go to the demo site at <http://cisco.demo.netacad.net>
 - a. If you do not have a username and password, select Create New Training User
 - b. In the User Type pulldown list, select Instructor
 - c. In the Academy Type pulldown list, select Regional
 - d. Select **Create User**
 - e. You will receive a User Information page - print this page or write down the information
 - f. Return to the demo site login by selecting Return to Login Page
2. Enter username and password and login as an Instructor for a Regional Academy
3. You will now be at the Instructor Homepage
4. Under the section entitled **Teach, Manage Instructor Classes** select Add New Instructor Class
5. If applicable, select the Academy Type from the drop-down and select Enter Class Information
6. On the Add New Instructor Class page, enter the Class Information
7. Select **Continue**
8. The Select GLN Services Location page appears
9. Enter the Curriculum Delivery URLs, if required and select **Submit**

Activity II: Editing instructor class information (4.2.4)

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under the section entitled **Teach, Manage Instructor Classes** select the name of the class you wish to edit
3. Select Edit Class Information under the **Manage Class** section
4. Change the Maximum Enrollment
5. Select **Continue**
6. The Edit GLN Services Location page appears
7. Select **Submit**

Activity III: Viewing instructor class information (4.2.5)

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under the section entitled **Teach, Manage Instructor Classes** select the name of the class you wish to view
3. Select View Class Information under the **Manage Class** section.
4. On this screen notice the links for:
 - a. View Class Gradebook
 - b. View Class Roster
5. Select class name in left navigation bar to return to Class Information page
6. Logout as Regional Instructor by selecting Logout from the top navigation bar

Activity IV: Registering for Training (3.1.4)

1. Go to the demo site at <http://cisco.demo.netacad.net>
 - a. If you do not have a username and password, select [Create New Training User](#)
 - b. In the User Type pulldown list, select Instructor
 - c. In the Academy Type pulldown list, select Local
 - d. Select [Create User](#)
 - e. You will receive a User Information page - print this page or write down the information
 - f. Return to the demo site login by selecting [Return to Login Page](#)
2. Enter username and password and login as an Instructor for a Local Academy
3. You will now be at the Instructor Homepage
4. In the header of the section entitled **Learn** select [Register for Training](#)
5. Scroll down the page to a Training Course box (Example: Demo – Web Design Training) which has a [Register](#) link in the Registration column
6. Select [Register](#) by the Course name
7. Scroll to the location of the training that you wish to attend - select the radio button under the Register column
8. Select [Register](#)
9. On your Register for Training page, your status for that course is now changed to Enrolled

Activity V: Unenrolling from an instructor class (4.2.7)

1. On your Register for Training page, scroll down the page to the Training Course box
2. Select [Unregister](#) for the Training Course
3. Confirm by selecting [Yes](#)
4. The Register for Training page appears
5. The unregister link for the class you dropped changes to [Register](#)

Activity VI: Creating a student class (4.1.2)

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under the section entitled **Teach, Manage Student Classes** select [Add New Student Class](#)
3. Enter information in the blank fields for your "New Student Class" (Curriculum, class name, course, start date, end date, etc.)
4. Select [Continue](#)
5. On the next page, Select GLN Services Location, select Internal and External Curriculum Delivery URL locations
6. Select [Submit](#)

Activity VII: Editing student class information (4.1.3)

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under the section entitled **Teach/Manage Student Classes** select the name of the class you would like to edit
3. Select [Edit Class Information](#) under **Manage Class**
4. Change the Final Exam Date and End Date
5. Select [Continue](#)
7. On the next page, Select GLN Services Location, verify or change Internal and External Curriculum Delivery URL locations
6. Select [Submit](#)

Activity VIII: Viewing class information (4.1.4)

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under the section entitled **Teach, Manage Student Classes** select the name of the class you wish to view
3. Select View Class Information under **Manage Class**
4. On this screen notice the links for:
 - View Class Gradebook
 - View Class Roster
 - Add Students and Users
 - Enroll Eligible Students
 - Enroll Incomplete Students
5. Select class name in left navigation bar to return to Class Information page

Activity IX: Creating student accounts (4.1.5)

1. At the Class Information page, select Roster under **Manage Class**, and take note of the class name for reference in later activities.
2. Select Add Students and Users
3. If the Instructor is shared to more than one Academy, select the proper Academy Name
4. In the **Add Students** box, enter the number of students (at least 2) that you wish to add
5. Select Add Students
6. Create a unique alpha-numeric Student ID for each student
7. Select Continue
8. A Confirmation page appears which lists each student's Academy Connection ID and Temporary Password - print this page, write down the information, or download to an Excel file
9. You have the option to Add More Students, Enroll Students or Add New Class. Select Enroll Students
10. Select the Class you noted from above in which you want to enroll the students and select Continue (This process may take a few minutes - please be patient)
11. The Select Eligible Students window appears -- the students you just created should be on the first or second page, select them and then select Compose Welcome Message
12. Add any additional comments in the text box to customize the email, then select Submit
13. A confirmation window appears

Activity X: Deleting students from a class roster (4.1.7)

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under the section entitled **Teach, Manage Student Classes** select the name of the class in which you wish to delete a student
3. Select Roster under **Manage Class**
4. At the bottom of the page select two students you wish to remove from the class roster
5. Select Unenroll
6. Confirm your selection by selecting Yes

Activity XI: Enrolling Eligible Students (4.1.6)

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under the section entitled **Teach, Manage Student Classes** select the name of the class that you created earlier (e.g. "New Student Class")
3. Under **Manage Class**, select Roster
4. Select Enroll Eligible Students (This process may take a few minutes - please be patient)
5. Select two students from the first page
6. Select Compose Welcome Message
7. Add any additional comments in the text box to customize the email, then select Submit
8. A confirmation window appears

Activity XII: Changing student's passwords (4.1.8)

1. Select Student Class Roster for this same class from the left navigation bar
2. Select the students for which you wish to change passwords
3. Select Reset Password
4. Confirm by selecting Yes
5. You will receive a confirmation page with the student's new password - print this page, write down the information, or download to an Excel file
6. Student receives an email message with the new password

Activity XIII: Setting Student Permissions for Certificates and Letters (4.7.2)

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under the section entitled **Teach, Manage Student Classes** select the name of the class you would like to edit
3. Under the section entitled **Manage Class**, select the checkbox for Allow students to print certificates
4. Select the checkbox for Allow students to print letters
5. Select Save Permissions

Activity XIV: Accessing Instructor Resources / Community FTP Site

1. Navigate to the Instructor Homepage through the left navigation bar
2. Under **Resources** in the right navigation bar, select Community FTP Center
3. This is where you would download or upload shared instructor resources. At the present time, it is not populated with any files
4. Navigate to the Instructor Homepage through the left navigation bar
5. Under **Resources** in the right navigation bar, note the link for Library
6. This is where you would find the Instructor Training Guides for all the courses. At the present time, it is not populated with any files
7. Logout by selecting Logout from the top navigation bar